

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: July 20, 2005

DIVISION: COMMUNITY SERVICES

BULK ITEM: NO

DEPARTMENT: LIBRARY

AGENDA ITEM WORDING: Presentation of Years of Service Award for 15 years of service to Valerie Moore, Business Manager, Library, Community Services

ITEM BACKGROUND: See attached

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Present Award

TOTAL COST: N/A

BUDGETED: N/A

COST TO COUNTY: N/A

REVENUE PRODUCING: N/A

AMOUNT PER MONTH /YEAR: N/A

APPROVED BY: County Attorney N/A

OMB/Purchasing N/A Risk Management N/A

DIVISION DIRECTOR APPROVAL


James Malloch, Division Director

DOCUMENTATION: Included ☒

To Follow

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

YEARS OF SERVICE AWARD

VALERIE MOORE BUSINESS MANAGER, LIBRARY

Valerie Moore started working for Monroe County in 1990, as Insurance Clerk with the Employee Benefits Department. Shortly afterwards, she was reclassified as Office Assistant II. The same year, she was promoted to Insurance Technician and then was transferred to the Purchasing Department.

In 1993, Valerie became the Business Manager for the Monroe County Public Library, and has stayed to excel in that position since then. Although her position duties are primarily financial and business-related, on occasion she has helped out in various areas of the Library. Whenever staff shortages have occurred, Valerie is among the first to volunteer to fill the gap, helping with circulation, computer assistance, and presenting children's programs. For one period in 2002, due to her broad knowledge of Library needs and processes, she served as Acting Senior Librarian in the Key West Library.

Valerie is a fourth-generation Conch, a fact that has been of real benefit in networking with other departments to implement procedures swiftly. Among the traits which make her so valuable to the Library are her loyalty, dedication, and strong work ethic. She is hardworking, reliable, and an expert in the workings of the "Coconut Telegraph."

Her County experience and the expertise she has acquired in many Library concerns have made her an all-round "go-to" person for Library Administration and Library staff throughout the County. Valerie's peers, supervisors, and the BOCC honored her with Employee of the Month for February 1999.

Valerie is always pleasant and cheerful in her dealings with staff, patrons, and other County departments. It is a real pleasure to honor her on her fifteen years of service with Monroe County, and the Library Administration and staff look forward to many more years.